



RENTAL APPLICATION – COMMUNITY CENTERS, PARKS, OTHER

PARK DISTRICT ORDINANCE 260 RULES AND REGULATIONS APPLY TO ALL PARK RENTALS

Renters must submit a complete application and accompanying paperwork at least two weeks before the event and are responsible for ensuring that event participants comply with all Park District, local, state, and federal guidelines current on the day of the event.

Revised 1/1/24

GENERAL INFORMATION

The Arlington Heights Park District will not discriminate against eligible residents for participation on the basis of a disabling condition. We invite any resident with a special need to contact our staff upon submitting this application.

NAME OF APPLICANT/ ORGANIZATION AGENT _____

ADDRESS _____ CITY/ST/ZIP _____

PHONE _____ EMAIL _____

GENDER (F/M/NB) _____ BIRTHDATE _____

ORGANIZATION NAME _____

ADDRESS _____

STATUS? Commercial ___ Non-profit ___

SECOND PERSON THE PARK DISTRICT MAY CONTACT REGARDING THE RENTAL

NAME _____ PHONE _____ EMAIL _____

EVENT INFORMATION

NAME AND TYPE OF EVENT _____

DATE _____ TIME (including setup and cleanup) _____

OF PEOPLE ATTENDING* _____ IS THE EVENT OPEN TO THE PUBLIC?* _____ YES _____ NO

*For events that are open to the public or have 100+ attendees, also submit a Large Event Rental Addendum.

IS THERE AN ADMISSION FEE FOR THIS EVENT? ___ YES ___ NO

If yes, what is the amount and purpose of the fee? _____

WILL YOU BRING ADDITIONAL EQUIPMENT OR FOOD ON SITE? _____ YES _____ NO

If yes, please describe _____

FACILITY REQUESTED: 1st choice _____ 2nd choice _____

SELECT AN AMENITY OR AMENITIES (For athletic fields, please complete the Athletic Field application.)

_____ Meeting Room _____ Gymnasium _____ Pool
_____ Picnic Shelter (max 50 people) _____ Park space or picnic grove _____ Grill Pad*

***Grilling is only allowed at locations with grill pads. Please see grilling guidelines for more information.**

EQUIPMENT

OUTDOOR EVENTS – additional fees apply

_____ Port-o-let unit _____ five additional trash cans

INDOOR EVENTS

_____ Number of chairs _____ Number of rectangular tables (typically 6 feet)

SIGNATURE OF APPLICANT

DATE

FOR OFFICE USE ONLY

| |
|-----------------|
| Fee calculation |
|-----------------|

_____ Date approved

_____ Supervisor

_____ Approved fee

_____ Superintendent

_____ Payment info sent

_____ Director

_____ Permit sent

_____ Executive Director

PLEASE DIAGRAM YOUR EVENT SET-UP (Table and chair set-up, field layout, etc. Please include streets, doorways, fencing, etc. as reference points.)

A large, empty rectangular box with a thin black border, intended for the user to draw a diagram of their event set-up. The box occupies most of the page below the instruction text.